

# Basic IRIS Guide:

USE IRIS TO ENSURE YOUR SCHOOL'S STUDENTS ARE PROTECTED FROM VACCINE-PREVENTABLE DISEASE.

IN THIS GUIDE, LEARN HOW TO:

**Users** 

### How to Find a Student in IRIS

IRIS can be a helpful and efficient tool to ensure that students attending your school are up-to-date on their required immunizations. To find a student, log into IRIS. On the left-hand side, click Find Student. We recommend searching by first and last name OR by gender and date of birth. If students are not in IRIS, it is possible they are not immunized or received immunizations in a different state.

#### Search by the Student's Name

Last Name: Enter at least the first three letters of the student's last name.

First Name: Enter at least the first two letters of the student's first name.

#### Search by Gender & Birth Date

To search by birth date, use the following

#### HELPFUL TIP

A (%) can be used to substitute unknown letters of the child's last name or first name. Ex: First name: T%% would find a child named Tim, Tom or Ted. format:
MM/DD/YYYY.
Then use the
gender dropdown menu to
select either
male or female.

#### Results

- Exact Match If IRIS only found one student matching your search, the student's immunization history will be displayed.
- List of Possible Matches If a list of names appears, then the search returned between 2 and 75 possible matches. Using the information displayed, select the student by clicking on the last name. The student's immunization history will then appear.
- Threshold Limit If IRIS finds more than 75 possible matches from the search criteria, no students will be listed for further selection. Instead, the following message will appear:

"XX students were found. Please refine your search criteria to limit your student list" (where XX is the total number of students found in the search.)

In this instance, try searching with more specific information to identify the child.



Find a Student in IRIS

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#### IRIS Training & Questions

Please contact the Idaho Immunization Program for questions or additional IRIS training:

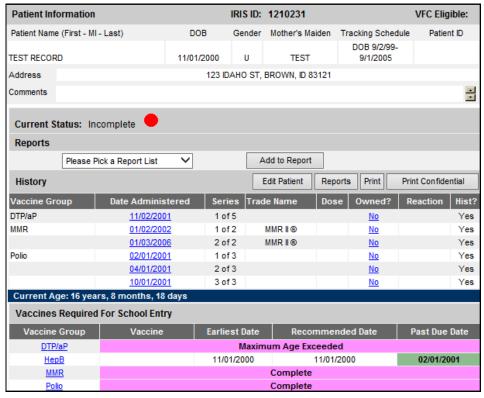
∴ (208) 334-5931 ∴ iip@dhw.idaho.gov

# How to View a Student's Immunization History

The Immunization History screen includes basic demographic information and the student's immunization history. The current status will indicate whether a child is adequately immunized, conditionally admitted, or incomplete. This feature may help schools accurately complete the annual School Immunization Report.

# Vaccines Required for School Entry

IRIS forecasts when a student requires immunizations. Dates will be highlighted in green to show the timing of immunizations. When the Earliest Date is highlighted, this shows the earliest date a child could receive the immunization. When the Recommended Date is highlighted, the child should receive the immunization. The Past Due Date will be highlighted for immunizations that the child should have already received. Children should not attend school with past due immunizations. The child should receive the vaccine that is past due as soon as possible. The pink bar labeled Maximum Age Exceeded



indicates the child is too old to receive the required vaccine. For example, an 8-year old who has not completed the DTaP series will show "Maximum Age Exceeded" for DTaP, as DTaP is not recommended for persons aged 7 years or older. The pink bar labeled **Complete** indicates the student has completed that

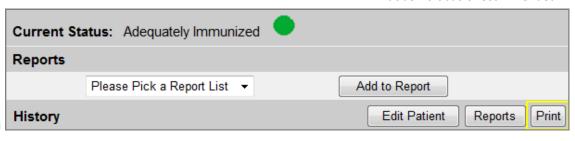
immunization series. Tdap and Meningococcal vaccines are required for 7th grade students and will appear under Vaccines Per Grade Level Requirement. Keep in mind that vaccine forecasting for 7th grade students will not appear until the student is closer to entering middle school.

## How to Print a Valid Immunization Record

All public and private schools must have a valid immunization record on file for each student unless the student has a completed state exemption on file. To print a student's immunization history from IRIS, you may need to change your internet settings. To do so:

- Click File and then Page Setup.
- Look at Headers and Footers and remove any entry in the Footer.
- ♦ Click Ok. Now you are ready to print.
- Open up the student's record and click Print as seen below.
- Once the record comes up in the print window, click on File and then Print in your browser.
- IRIS works best in Internet Explorer 7.0 or higher. IRIS may have limited functionality in Firefox or Safari. Adobe Acrobat is recommended.







#### IDAPA 16, Title 02 requires

all children in preschool and grades K-12 to meet immunization requirements before attending school.

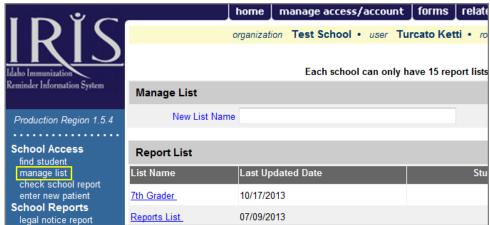


# Children Should Not Attend School without proof of immunization status or a valid exemption form on file. Use IRIS to ensure your students are adequately immunized during registration. IRIS may also help schools complete the annual school immunization report.

0 ( 0/

DID YOU KNOW?

of kindergarteners in Idaho are adequately immunized.



# How to Create and Manage Lists

#### Create a New List

- Click on Manage List (as shown above) and then enter a name in the New List Name field.
- Click Save. The list will be added and "The list has been created successfully" will appear at the top.
- Each school can create up to 15 lists. To change the name of a list, click on the list. Type in a new name and click Rename.

#### Add Students to a List

- Open up a student's immunization record by searching for a student.
- Under Reports, click on the drop down box and select a list.
- ♦ Click Add to Report. To add the

- student to multiple lists, select another list and click Add to Report again.
- After adding students to a list, click on the list name to view the students. Students can be added or removed from a list at any time.

#### Deleting a List

- ♦ Click Manage List to view your lists.
- Click Delete to the right of the list.
- You will be given a prompt: "Are you sure you want to delete this list?" Click Ok or Cancel.
- Click Ok to delete the list. Click
  Cancel to return to the Manage
  List screen. Deleting a list will not
  delete a student's record.

Reports Available for: 4th Grade								
Report Name	Description							
Student List	Displays the name and date of birth for each student on the list sorted alphabetically by last name.							
Student Immunization History List	Displays the name, date of birth and immunization history for each student on the list sorted alphabetically by last name.							
Immunization Due	Displays the name, date of birth and all immunization information for immunizations due for each student on the list sorted alphabetically by last name.							
Oli-mali-as-m Ah C	No. of a		Rename	Delete Cancel				
Client List for: 4th Grade Rename Delete								
Delete Last Na	me	First Name	Middle Name	Birth Date				
LISA		MONA	VARICELLA	09/04/2005				

# How to Run and Open Reports from Lists

#### Run a Report

Reports can help you quickly access immunization records for several students at once. For example, a report could help you identify all 1st graders at your school with missing immunizations. To access reports, click on Manage List. Select the name of a list.

The **Student List Report** shows the name and birth date for each student on a list sorted by last name.

The Student Immunization
History List Report displays the
immunization history and recommended
vaccines for each student on a list. To
view this report:

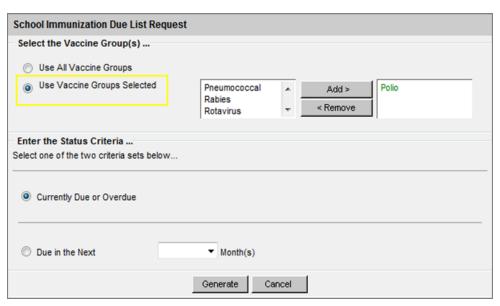
- Click on the Student Immunization History List link. You will be taken to a School Report Job Status screen where you can view the status of the report you are running.
- Click Refresh until a report appears. When the report is ready to view, the link will turn blue and the status will say "100%." Click on the History Report link to view the report.

The Immunization Due Report allows you to search for specific overdue vaccines for students on a list. For example, you may want to know how many 7th graders at your school are overdue for the Tdap vaccine or which students will be due for immunizations within the upcoming month. To run this

report:

♦ Click on the Immunization Due link. You will be taken to a screen where you can enter search criteria.

> ♦ Within the Select the Vaccine Group section, select Use All



Vaccine Groups if you want to look at all vaccines. Select Use Vaccine Groups Selected (as shown above) if you want to look at only a few vaccines. To search for specific vaccines:

- Scroll through the vaccine list and select the vaccine. Click Add. All selected vaccines will appear in the box to the right in green font as seen below.
- To remove vaccines from the report criteria, click on the selected vaccine from the box to the right and click Remove.
- The status criteria section allows you to select children that are currently due for an immunization or will be due for an immunization in the next <#> months. Select either Currently Due or Due in the Next <#> Month(s). Choose the number of months from the dropdown menu list.
- Once you are finished with the search criteria, click Generate. You will be taken to a Report Job Status screen.
  Click Refresh until the status is 100% and a report appears. Click on the blue link to view the report.

#### Open a Report

IRIS reports will open as an Adobe Acrobat document. Additionally, IRIS can only create one report at a time. Once you run a new report, your previous reports may be erased. If your report criteria did not apply to any students on your list the message "No School Report Logged" will appear.

As soon as the report name appears in blue or the status displays Ready, the report is ready for viewing.

To view the report, click on the report name. Depending on the size of the report, it may take some time to open the report in Adobe Acrobat Reader. If there is a problem viewing your report, please contact the Idaho Immunization Program:

- ∴ (208) 334-5931
- ∴ iip@dhw.idaho.gov

#### **HELPFUL TIP**

You do not have to remain on the Report Status screen while a report is running. Feel free to go elsewhere in IRIS while your report runs in the background. Click Check School Report to check on the status of a report. Then click Refresh.

# How to Create Legal Notices for Parents



#### Choosing Not to Immunize

is a decision some parents may make. Schools must have the state exemption form on file before a child attends school if parents choose not to immunize their child for medical, religious or other reasons. Idaho's immunization exemption forms and resources are available at www.immunizeidahoschools.com.



IRIS gives school users the ability to quickly create legal notices to inform parents if their children are missing immunizations. Legal notices include the student's name, missing immunizations, instructions and a deadline for follow-up. Each notice also includes the school's name, phone number, and point of contact. E-mail the IRIS Help Desk at IRIS @dhw.idaho.gov to change information about your school in IRIS.

# Create a Legal Notice for One Student

To create a legal notice for a parent of a specific child, find the student and open up student's patient information screen. Click on Reports as seen to the left. The Reports screen will be displayed. Here you have the option to print this notice in English or Spanish and choose a deadline date. The deadline date will automatically display as two weeks from today's date unless you specify otherwise.

Once you are finished, click the blue Legal Notice hyperlink. The notice will appear in a new window. See page 6 for an example of the legal notice.

# Create Legal Notices for Multiple Students

To create legal notices for multiple students, you must have included the students on a list. On the IRIS homepage, click on Legal Notice Report. A Legal Notice Report screen will open. Here you have the option to create legal notices to give to parents for every student with missing immunizations at your school. You can also select students by list (for example: Kindergarten) to only print notices for a specific group of students. Once you finished selecting your criteria, click Generate. Click Refresh until a blue Legal Notice Report appears. Click on the report to open up an Adobe Acrobat file with multiple legal notices.

# How to Create Conditional Admission Forms



Conditional admission forms must be signed by parents of children who conditionally attend school. To be eligible for conditional admission, a student must have received at least one dose of each required

vaccine and currently be on schedule for subsequent immunizations. Conditional admission forms are created in the same way as legal notices.

# Conditional Admission Form for search criteria or simply click Generate to One Student create conditional admission forms for

To create a conditional admission form for a specific student, open up the student's immunization history screen and click on Reports as seen above. If the student is eligible for conditional admission, a conditional admission form will appear. Select either English or Spanish and then click on the blue Conditional Admission hyperlink to open the form.

# Conditional Admission Forms for Multiple Students

To create conditional admission forms for several students at once, click on the Conditional Admission link under School Reports. Select search criteria or simply click Generate to create conditional admission forms for every eligible child associated with your school. Click Refresh until the form is ready and then click the blue Conditional Admission Report. In the event no students are conditionally admitted to school, the report will not appear as a hyperlink and the record count will be zero. See page 7 for an example of a conditional admission form.

#### FOR MORE INFORMATION

- .. To learn more about Idaho's school immunization requirements visit www.immunizeidahoschools.com.
- To request additional training or for further questions, call (208) 334-5931 or e-mail <u>iip@dhw.idaho.gov</u>.

# Examples of IRIS Letters: Parent Legal Notice

FOR INCOMPLETE STUDENTS

#### DEPARTMENT OF HEALTH AND WELFARE

Idaho Immunization Program

Reason for Noncompliance:

School Official

STATE OF IDAHO IDAPA 16.02.15

# LEGAL NOTICE Required Immunizations (shots) for Admission to Idaho Schools

To the Parent, Guardian or Legal Custodian of MONA LISA, Grade 2.

Idaho Code requires that children be up-to-date on their immunizations (shots) to attend school. Whenever children are brought into group settings, there is a potential for the spread of infectious diseases. To enter or transfer into public or private schools in Idaho, all children in preschool and grades K-12, unless exempted, must meet school immunization requirements at registration and before attendance. According to our records, your child is not compliant because either an immunization record is not available at school or an immunization(s) is needed (see reason for noncompliance marked below).

You need to act right away to keep your child in school. According to Idaho law, we cannot allow your child to attend school unless we receive evidence that Idaho school immunization requirements are met by 12/20/2016.

#### No Record Your child needs the following checked vaccines<sup>1</sup>: DTaP/Td Polio Hepatitis B Varicella<sup>2</sup> Hepatitis A MMR Mening □ 1<sup>st</sup> Dose □ 1<sup>st</sup> Dose □ 1<sup>st</sup> Dose ☐ 1<sup>st</sup> Dose ☐ 1st Dose □ 1<sup>st</sup> Dose □ 1<sup>st</sup> Dose □ 2<sup>nd</sup> Dose □ 3<sup>rd</sup> Dose ☐ 3<sup>rd</sup> Dose ☐ 3<sup>rd</sup> Dose ☐ 4<sup>th</sup> Dose ☐ 4<sup>th</sup> Dose □ 5<sup>th</sup> Dose If your child needs more than one dose of any one vaccine, the series must be started by the deadline specified above and the Idaho Conditional Admission to School form must be completed. Your child will be permitted to attend school on the condition that they will receive still-needed doses as they become due. <sup>2</sup> If your child already had chickenpox disease, varicella vaccine is not required. Please provide the school with documentation from your child's physician or licensed health care professional indicating that your child has had chickenpox. Your immediate cooperation is appreciated. Test School 208-334-6994 School School Phone 12/01/2016 Mary Smith, School Nurse

Date Sent

# Examples of IRIS Letters: Conditional Admission Forms

To be eligible for CONDITIONAL ADMISSION, a child must have received at least one dose of each required vaccine and currently be on schedule for subsequent immunizations.



#### IDAHO CONDITIONAL ADMISSION TO SCHOOL

#### Schedule of Intended Immunizations Form

The Schedule of Intended Immunizations Form is required by IDAPA 16.02.15 to document the intended immunization schedule of a child who has not received all required immunizations for school admission. To be eligible for conditional attendance, a child must have received at least one dose of each required vaccine and currently be on schedule for subsequent immunizations following the intervals listed below.

		,	3			
SECTION 1: This section	n is to be filled out by so	hool official. Sections 1 and 2 mus	t be completed for t	this form to be	valid.	
A. NAME OF STUDENT:	TEST, JOHNNY COND	ITIONAL	DATE OF BIRTH:	01 / 0	1 / 1997	
	Last	First Middle		Month/	Day/Year	
B. VACCINES NEEDED:						
Check box(es) of	Enter date of LAST	•		Enter due da	ite	
MISSING required	dose received Interval between doses			of NEXT dose(s)		
vaccines	(mm/dd/yyyy)	nm/dd/yyyy)			(mm/dd/yyyy)	
☑ Diphtheria, Tetanus, Pertussis (DTaP, DTP, DT, Td)	Dose 1:	2nd dose: 4 weeks after 1st dose		Dose 2 due:		
	Dose 2:	3rd dose: 4 weeks after 2nd dose (or if 1st dose administered at 12 mo		Dose 3 due:		
	Dose 3:	4th dose: 6 months after 3rd dose		Dose 4 due:		
	Dose 4:	5th dose: 6 months after 4th dose (no dose received on or after 4th birth		Dose 5 due:	01/07/2013	
□ Polio	Dose 1:	2nd dose: 4 weeks after 1st dose		Dose 2 due:		
	Dose 2:	3rd dose: 4 weeks after 2nd dose		Dose 3 due:		
	Dose 3:	4th dose: 6 months after 3rd dose (ar 4 years of age)	nd child is at least	Dose 4 due:		
☐ Measles, Mumps, Rubella (MMR)	Dose 1:	2nd dose: 4 weeks after 1st dose		Dose 2 due:		
☐ Hepatitis B	Dose 1:	2nd dose: 4 weeks after 1st dose		Dose 2 due:		
	Dose 2:	3rd dose: 8 weeks after 2nd dose (ar weeks after 1st dose)	od at least 16	Dose 3 due:		
☐ Varicella	Dose 1:	2nd dose: 3 months after 1st dose		Dose 2 due:		
☐ Hepatitis A	Dose 1:	2nd dose: 6 months after 1st dose		Dose 2 due:		
	•	(name of school), I certi thedule for additional required immuni admission form expires on:01/_	zations. I will review	the immunizati	on status of this	
Mary Smith, School Nurse Name of School Official (PRINT)	e	Signature of School Official		12/ Date	06 / 2013	
SECTION 2: This section	on is to be signed by pare	ent/guardian.				
and I agree to have my d	hild vaccinated as require of of the vaccines above a	TIONAL , I understand that my child d, meeting the deadlines stated about and that failure to do so will result in ex derstand it.	ve. I also understan	d that it is my	responsibility to	
		_				
Name of Parent/Guardian (PRINT)		Signature of Parent/Guardian		Date		



♦ Idaho Immunization Program ♦ 450 W. State Street ♦ Boise, ID 83720 ♦ (208) 334-5931 ♦ www.immunizeidahoschools.com ♦

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